

**PLUGGEDINVA GRANT  
2012-2013  
FUNDING DETERMINATION CHECKLIST, LETTER OF INTENT,  
AND ABSTRACT GUIDELINES**

A letter of intent, a Funding Determination Checklist, and an abstract are to be submitted to the Office of Adult Education and Literacy (OAEL) for approval prior to receiving a PluggedInVA grant application. These materials must be received by OAEL **no later than 2 p.m., August 10, 2012.** The following guidelines should be followed when submitting the requested information.

There are three specific PluggedInVA project stages for which a program may submit a proposal: (1) planning and development, (2) implementation, or (3) maintenance of an existing program. Please see the attached Funding Determination Checklist for guidance in determining which stage should be the focus of your program's grant proposal and the dollar amount associated with each stage.

Prior to submitting a request, each program should be aware of the following details that apply to this grant and how this might impact the project's development and implementation.

- The Office of the Governor has set a goal of establishing at least one PluggedInVA project, implementing at least one of the three stages and showing measurable results, in each of the superintendent's regions.
- The PluggedInVA grant is anticipated to be a two-year grant; however, funding for the second year will be based on a program's ability to successfully meet its stated first-year outcomes and the continued availability of funding for the project.
- The 2012-2013 grant period will be the only time that funding will be available for the planning and development stage of a project. Subsequent grant applications will offer funding for implementation and maintenance of projects only.

**FUNDING DETERMINATION CHECKLIST**

Prior to writing a letter of intent and an abstract, programs should complete the Funding Determination Checklist included in this packet. This checklist is designed to help each program determine which stage of the PluggedInVA project should be the focus of the abstract and the subsequent grant application. For example, if a program does not check off all of the components in the development phase, funding should be requested to complete that phase prior to moving to the implementation phase. If all of

the steps in the development phase are checked off, the program should make application for the implementation phase of the grant.

### **LETTER OF INTENT**

The letter of intent should be no more than 1 single-spaced page stating the program's intent to make application for the PluggedInVA Grant. The letter should affirm the program's intentions to develop, implement, or maintain a successful PluggedInVA project. State why you are applying for this grant in the first sentence and include the name of your organization and the grant category for which you are applying (refer to the Funding Determination Checklist). In two or three sentences, explain why this grant would be beneficial to your program. This letter must be signed and dated by the Regional Program Manager.

### **ABSTRACT**

The function of the abstract is to succinctly describe the major aspects of the proposed project. No more than 3 double-spaced pages are to be submitted. The project abstract being submitted should follow the guidelines below:

- The project abstract should present a concise summary of the project. Include the PluggedInVA project stage that the program will be requesting money for: (1) planning and development, (2) implementation or (3) maintenance of an existing program. (see Funding Determination Checklist)
- Include the need for the project and the population it will serve.
- Provide a brief description of the project, including a timeline that will ensure completion of the project within the grant award dates (July 1, 2012 – May 31, 2013).
- Include measurable goals and objectives.
- Include the amount of funding that is being sought. Refer to the funding chart below.
- Describe how the project will be evaluated to measure the success.
- Describe how the project will be sustained should limited grant money be awarded or if funding is not available in subsequent years.

### **FUNDING CHART**

A program can request the dollar amount listed below that correlates to the project stage that will be the focus of the grant. Please be aware that, depending upon the availability of funding, the maximum amount may not be awarded.

Planning and Development Phase	up to \$7,500
Implementation Phase	up to \$65,000
Maintenance Phase	up to \$50,000

## **TIMELINE FOR ACCEPTING APPLICATIONS**

August 10, 2012 – Letters of intent to apply for funding, Funding Determination Checklists, and abstracts are due from prospective applicants.

August 17, 2012 – Notifications and request for proposals (RFPs) will be sent to approved applicants.

August 31, 2012 – PluggedInVA applications are due to OAEL.